

## **Snohomish County Human Resources Update**

## **Employee/Manager Self Service (EMSS)**

View your personal information and benefits in EMSS!

To register, contact the DIS Help Desk at ex. 3378 and request an EMSS Pin. If you are registered with EMSS, <u>click here</u> and enter your last name, Employee ID #, and Pin/Password. If you do not know your Pin/Password, select Forgot Password, and enter your name and Employee ID # and the system will email you a Pin. Your Employee ID # can be found on the top left hand corner of your paycheck stub.

## Questions?

Login/Registration: Contact the DIS Help Desk (Ex. 3378)

Payroll/Leave/W2s: Contact your Payroll Liaison

Personal information/benefits: Contact Human Resources (Ex. 0)

## What you can do in EMSS:

- 1. View personal information such as your SSN, DOB, address and phone number
- 2. Assignment details
- 3. Emergency contacts and dependents
- 4. Banking information
- 5. Tax information (W-4)
- 6. Earnings and pay history
- 7. Leave balances and history
- 8. Benefit elections for you and your dependents



http://pmc-oracle-as:7780/selfService/action.login